

DDA 76-5648

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11 November 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM :
Chief, Management & Assessment Staff, DDA

SUBJECT : Action Accountability for Taskings by
DDCI and OMB on Position and Classification
Management

1. This memorandum is to bring you up to date on the status of activity in response to DDCI and OMB direction on Position and Classification Management and to request your guidance on the record of DDA accountability.

FACTS:

A. On 10 August 1976, the DDCI in memo to Executive Secretary, Comptroller, and DD's, subject: "Additional Action Items Arising Out of the 1978 Program Review," directed in paragraph 5:

"You are requested to lend your cooperation and assistance to the Deputy Director of Administration for the purpose of considering a revision of the Occupational Coding System so that occupational codes will reflect more precisely the kinds of work actually expected from each position. This dovetails with a need to have a much more precise knowledge or inventory of our present position allocations related to these more precise definitions of the individual substantive assignments. By 4 January 1977, I would like to have from the DDA an assessment of the problem, a statement of the plans for solving it, and a target date for its completion."

B. We have been complying with the request by O/Comptroller to report monthly on the status of

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STATINTL

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each tasking under fact A above where we have primary accountability for action. Our most recent report, dated 5 November, states:

"The Chief, Plans Staff, Office of Personnel, has been providing assistance as requested by Ms. [redacted] in the development of a plan for personnel inventory by the Office of the Comptroller as of 31 October."

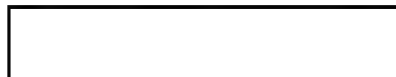
STATINTL

C. Attached is an excerpt from the O/Comptroller October Progress Report to OMB on Presidential Management Initiatives dated 22 October 1976. This Action Plan has been prepared by the Office of the Comptroller [redacted] For your information I have identified the changes from the first Action Plan submitted to OMB in August.

STATINTL

2. As is evident from the array of facts above, the O/Comptroller has effectively assumed action responsibility. They are planning, managing and administering the tasking-- not DDA. What should we do to relieve ourselves of fact A paper accountability (including the monthly status report to O/Comptroller)?

STATINTL



Attachments:

- (A) Excerpt from CIA October Progress Report from O/Comptroller to OMB
- (B) List of Changes from Action Plan Submitted to OMB in August

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III. Position and Classification Management

One of the results of the review of the 1978 program in July 1976 was recognition by senior management of the Central Intelligence Agency of the need to have even more precise knowledge of how our present position allocations relate to individual substantive assignments. This has called into question the applicability of the present system of occupational coding.

The objective of the inventory is to determine in detail, for each component: (1) relationships between personnel carrying out missions and functions and those performing supervisory, administrative and supporting roles, (2) the number of supervisory echelons overlaying functional components, and (3) the relative distribution of personnel resources to substantive intelligence targets.

<u>Action Step</u>	<u>Milestone</u>	<u>Estimated Completion Date</u>	<u>Remarks</u>
1) Conduct inventory of personnel	Devise questions to be answered by inventory.	30 October 1976	Schedule revised to avoid interference with DDI organizational review.
	Plan implementation of inventory and make tentative work assignments.	15 November 1976	
	Complete directorate inventories.	15 December 1976	
	Compile results.	1 February 1977	
2) Review inventory for evidence of excessive layering or subdivision	Complete review	15 March 1977	
	Develop recommendations	15 April 1977	
3) Review personnel classification system in light of inventory results		30 April 1977	
4) Establish guidelines for "assist-and to" positions	Review inventory to determine current situation.	30 April 1977	
	Develop any necessary new guidelines.	15 June 1977	
5) Adjust personnel classification system as necessary		30 September 1977	

CHANGES FROM ACTION PLAN SUBMITTED TO OMB IN AUGUST

1. This is the first time that report to OMB has described the "objective of the inventory . . ." (see second paragraph)

2. Action Step 1: Estimated completion dates for each milestone have slipped one month. Under "Remarks," it is noted that the schedule was revised to avoid interference with DDI organizational review.

3. Action Step 2: This action step, "Review inventory for evidence of excessive layering or subdivision," milestones and estimated completion dates are new. *

4. Action Step 3: Estimated completion date has slipped from 28 February to 30 April 1977.

5. Action Step 4: This action step, "Establish guidelines for 'assistant to' positions," milestones and estimated completion dates are new. *

6. Action Step 5: Completion date has slipped from 15 April to 30 September 1977.

* This acknowledges PMI tasking. (By the way, O/P is working on similar tasking in response to CSC question.)

ATTACHMENT
B